

Meeting - Minutes Worksheet

Team Name: Upton Affordable Housing Trust (hereinafter referred to as "the Trust")
 Meeting Purpose: General Business Meeting
 Chair: Amanda Graham
 Date, Time, Location: Monday, May 21 2018 Ground Floor Conference Room Upton Town Hall, 6:00PM
 Meeting Number: #5-2018-05
 Members Present: Amanda Graham, Dick Desjardins, Rich Whitehouse, Karen Intinarelli
 Minutes Status: APPROVED

Agenda Item / Topic	Presenter	Discussion / Conclusion	Action / Responsibility
Call Meeting to Order / Review the Agenda	Amanda	The meeting was called to order at 6:06 PM.	Informational
Approval of Previous Meeting Minutes	Amanda	The agenda was reviewed and Motion #1 was made, seconded and unanimously approved to accept the minutes from the April 30, 2018 meeting.	
28 Hartford Ave. North	Amanda	<ul style="list-style-type: none"> Motion #2 was made, seconded and unanimously approved for Kathy to call Cabot Insurance re; \$861.20, request insurance coverage relative to the structure be cancelled, but make sure liability insurance still covered. The Service Agreement dated 4/18/18 between Allen Engineering AEA) and Upton Affordable Housing was reviewed, Motion #3 made, seconded and unanimously approved to accept/execute document. Rich Whitehouse will deal with AEA directly. Amanda's changes were incorporated into RFP, and sent to Derek. 	Kathy Rich Whitehouse
Other	Amanda	AHT would like to be notified when residential developments requiring a permit, are up for approval by the PB & ZBA.	Request sent to Planning Board. Denise Smith agreed 5/29/18.
Next Meeting Look Ahead <ul style="list-style-type: none"> Location Date & Time Topics 	Amanda	The next meeting will take place in the Upton Town Hall, Ground Floor Conference Room. Monday, June 18, 2018 at 6:00 PM.	Amanda will generate Agenda, conf room booked (Kathy)
Adjourn the Meeting	Amanda	The meeting was adjourned at 6:53	Informational